

**DATE:** December 3, 2007



**HMTRI**

**TO:** Brownfields Job Development and Training Grantees

**FROM:** Glo Hanne, HMTRI

**RE:** Annual Brownfields Job Training and Development Grantee Meeting

The Hazardous Materials Training and Research Institute (HMTRI), under a cooperative agreement with the U.S. Environmental Protection Agency, invites you to attend the **ANNUAL BROWNFIELDS JOB TRAINING AND DEVELOPMENT GRANTEE MEETING** on March 25-26, 2008, in Alexandria, Virginia. All grantees are strongly encouraged to attend. This meeting provides a unique opportunity to share a variety of approaches to Brownfields Job Training and Development. The focus of the meeting is for grantees to exchange information and ideas with each other and with EPA Regional/Headquarters representatives. The goal of the meeting is to assist every grantee to develop their best possible job training program. By attending, you will be provided the following opportunities:

- Sharing information that will include basic program component guidelines necessary for successful completion of your program, initiatives that support and interact with Brownfields activities, key measures and expectations, partnering, and related job development program issues;
- 2. Sharing project plans and implementation strategies with other grant recipients and your EPA project officer; and
- 3. Sharing information on available technical resources and technical assistance sources.

## **AGENDA DETAILS**

This year's agenda will again consist of small group sessions. I will use your suggestions as guidance in developing the agenda. When you register, please include three session topics that you are interested in or need help with finding solutions to problems. A draft agenda will be e-mailed to you before the meeting.

The meeting will begin at 6:00 p.m. on Tuesday evening, March 25. This will allow you to travel the same day. **Tuesday evening will be a working session so it is important that you arrive on time.** We will meet and share information all day on Wednesday, March 26. Breakfast and a working lunch will be provided on Wednesday and we will adjourn at 6:00 p.m. This will allow you more travel options to return home on Thursday.

## **COST**

There is no fee to attend. Participants from out-of-town will have their lodging paid for two nights (Tuesday and Wednesday) through the master contract we have set up with the Hilton. A snack bar will be provided on Tuesday evening, and a continental breakfast and a working lunch will be provided on Wednesday.

## **MEETING DETAILS AND HOTEL INFORMATION**

### **WHEN**

Tuesday, March 25, 2008

6:00 p.m. – 8:30 p.m.

Salon A and B

A snack bar will be provided.

Wednesday, March 26, 2008

8:00 a.m. – 6:00 p.m.

Salon A and B

Continental breakfast and working lunch will be provided.

### **NOTE**

Tuesday evening will be an important working session.

**CASUAL DRESS IS REQUIRED!**

## WHERE

Hilton Alexandria Old Town, 1767 King Street, Alexandria, VA 22314  
Reservations phone number: 1-800-HILTONS (1-800-445-8667)

A block of rooms has been reserved at the Hilton. HMTRI will pay for your lodging costs, but you will be responsible for making your own hotel reservations. Call the reservations number listed above and identify yourself as being with the **BROWNFIELDS GRANTEE MEETING** to be put in the reserved block of rooms at the group rate of \$199. The deadline for making reservations is Friday, February 29, 2008. After that date, any remaining rooms will be released for general sale and will be handled on a space availability basis at a higher rate. *If you make your reservation after the deadline and receive a higher rate, you will be responsible for paying the difference between the group rate and the higher rate.* The hotel will ask for your credit card number when you call to make your reservation only to confirm your lodging and to pay for incidentals. The hotel must be notified of any cancellations 48 hours prior to your arrival date. *Charges incurred for rooms not canceled within this time restraint will be billed to your credit card.*

## MATERIALS AND HANDOUTS

Please send us materials about your program to share with other participants. We are assembling three-ring binders with resources, a snap-shot of each EPA-funded Job Training program, and a complete participant list with contact information so you may continue networking after the meeting is over. Please mail your electronic or hard copy masters (hard copy preferred) to:

Mike Senew, HMTRI, 6320 Capital Blvd., Suite 116, Raleigh, NC 27616  
Phone: (919) 872-6601 Fax: (919) 872-6626 E-mail: [msenew@aol.com](mailto:msenew@aol.com)

Mike must receive your masters no later than Friday, February 29 for them to be included in the binders. If you have color brochures or something similar that is not easily duplicated, please send Mike 60 copies to insert in the binders. No duplicating will be done on-site so last minute materials will be duplicated and distributed by mail after the workshop. Examples of materials may include but are not limited to:

- Program summaries
- Brochures
- Successes and failures of your program
- Curriculum
- Recruitment and/or placement materials
- Administrative forms and/or applications
- Survey forms
- Certificates
- Video/CD/DVD presentations
- Progress reports
- Anything else you would like to share

## HOW TO REGISTER

Please send me an e-mail at [ghanne@eicc.edu](mailto:ghanne@eicc.edu) and include the following information:  
Name, Organization, Address, City/State/Zip, Phone, Fax, and three session topics.

A registration form is also included with this letter that you can fax. However, e-mailed registrations are preferred. **REGISTRATION DEADLINE IS FRIDAY, FEBRUARY 29, 2008.**

The effectiveness of this meeting depends on the participation of EPA regional project officers and a representative from each Job Training program. *You are strongly encouraged to attend.* If you have any questions, please contact me at (563) 441-4081 or toll-free at (866) 419-6761, or by e-mail at [ghanne@eicc.edu](mailto:ghanne@eicc.edu).

Thank you. I hope to see you soon!



# REGISTRATION FORM

## ANNUAL BROWNFIELDS JOB TRAINING AND DEVELOPMENT GRANTEE MEETING

March 25-26, 2008  
Alexandria, Virginia

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

Which Job Training Program are you representing?

\_\_\_\_\_

Please list three general topics that you would like to have included in the meeting agenda.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

If you are unable to register through e-mail, please fax this registration  
BEFORE February 29, 2008  
to:

Glo Hanne  
Fax: (563) 441-4080  
E-mail: [ghanne@eicc.edu](mailto:ghanne@eicc.edu)